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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Research Administration
Bureau of Agricultural and Industrial Chemistry
Washington 25, D. C.

August 5, 1946

BUREAU MEMORANDUM NO. 398

To Business Managers, Regional Research Laboratories, Heads of Divisions, and Those in Charge of Field Stations:

GENERAL PURPOSE IDENTIFICATION CARD

Attention is called to the revision dated June 10, 1946 of Department Regulation 1572, and to Budget and Finance Circular 845, dated June 25, 1946, from which you will note it is now the policy of the Department to issue Department of Agriculture identification cards, Form AD-54, to all employees who request them, except that in the case of employees working intermittently or for short periods, cards may be issued at the discretion of Bureau officials.

In accordance with this new policy, authority is delegated to the Business Managers and Assistant Business Managers of the Regional Research Laboratories to issue upon request Forms AD-54 to employees of their respective laboratories and to employees of the Divisions housed in the laboratory building.

A record of the issuance of Forms AD-54 will be maintained for accountability purposes, the same as has been done for Standard Forms Nos. 1033 and 1094-c, and when an employee to whom an identification card has been issued leaves the service of the Bureau, the card should be recalled by the issuing office for cancellation.

Henry A. Donovan
Assistant Chief of Bureau



